



## Field Representative Supervisor

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### Details

**Job ID : 333**

**Title :** Field Representative Supervisor

**Job Code :** 1134

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Court Services - Clerk Services

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### Purpose

RESPONSIBLE FOR SUPERVISING FIELD REPRESENTATIVES IN MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' MANUAL.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS EXPERIENCE MUST BE COURT EXPERIENCE

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### Job Skills/Abilities

- THOROUGH UNDERSTANDING OF CURRENT CASE MANAGEMENT SYSTEM
- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

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### Job Duties

- SUPERVISION OF ALL FIELD REPRESENTATIVES
- ASSIST WITH COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I
- TRAIN DEPUTY CLERKS
- PREPARE TRAINING MATERIALS
- REVIEW LEGISLATION FOR IMPACT ON CASE MANAGEMENT PROCEDURE
- OTHER DUTIES AS ASSIGNED